

ADMINISTRATIVE-INTERNAL USE ONLY

11 April 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting on Search for Watergate-Related Records,  
11 April, 1000-1130 Hours

STATINTL

1. The meeting was held in the DDI Conference Room. It was chaired by [REDACTED] and [REDACTED] of the IG Staff. The DDI was represented by [REDACTED] the DDS&T was represented by [REDACTED] the DDO, since it has no Directorate-wide coordinator, was represented by individuals from several components (perhaps 10 were in attendance); and I sat in for [REDACTED].

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2. The IG representatives were asked if they could clarify the guidelines. They admitted that the definitions were vague, even as to the scope of "Watergate," but they were unable to add much to what had been stated in the 26 March 1974 memo. The exercise was to be conducted on a decentralized basis, with each component determining how to conduct the file review and exercising its best judgment as to what materials might be pertinent. It had been felt unwise to even fix cutoff dates. They did stress that the term "records" should be construed broadly, to include such items as notes and appointment calendars. In case guidance was needed on a particular document or file, the question should be put to [REDACTED] on an ad ho basis. "Hot" documents should be surfaced at once, rather than waiting until 10 May. The IG Staff was not interested in any materials or information reported a year ago in the survey conducted at that time. If only small quantities of documents were uncovered by a component, Xerox copies or the original documents should be forwarded to the Staff. If, however, large files are involved, they should be left in place, and a brief description of the contents should be forwarded to the Staff. To the degree feasible, components should avoid forwarding duplicate copies of documents to the IG Staff. For example, if X division uncovered a pertinent memo received from Y division, X division should communicate this fact to Y division and reach agreement on which of the two components should report it. (One DDO

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Approved For Release 2001/11/08 : CIA-RDP81-00261R000600010026-1

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